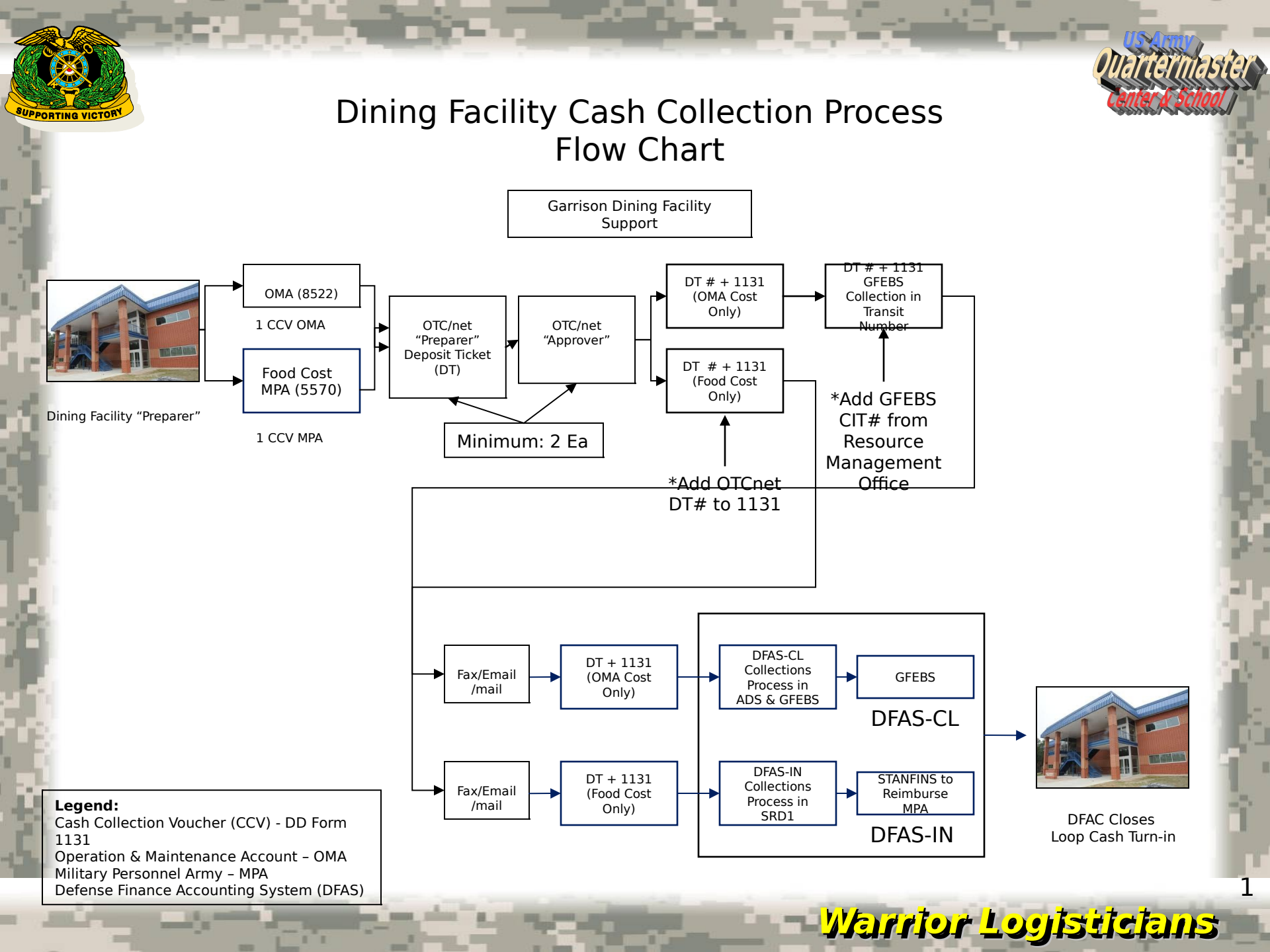






Military Interdepartmental Purchase Request (MIPR) Flow Chart

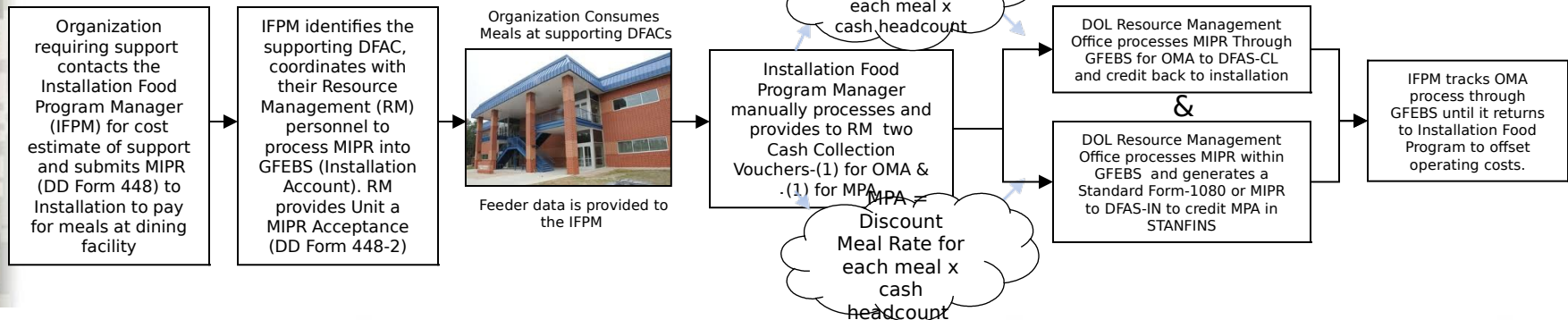
Garrison Dining Facility
Support

- This flow chart describes the basic flow of a MIPR (DD Form 448) from an outside organization (ROTC/JROTC, Boy Scout, Allied Forces, etc.) to a DOL Resource Management (RM) office to pay for cash meals within a dining facility.
- If ROTC/JROTC, Allied Forces personnel are on orders and training with an active duty unit than they will eat for free and be put into AFMIS Headcount under ROTC; however, if they are Cadre, instructors and other personnel than they will have to pay the standard meal rate. If the Cadet Command wants to pay using a MIPR (DD Form 448) than the installation RM will have to accept the MIPR and provide a MIPR acceptance (DD Form 448-2) back to the Cadet Command.
- Since the MIPR is processed at the Installation level, no monies will be given to the dining facility, so they will have to enter these personnel supported by the MIPR into AFMIS under an FAO Headcount action .
Recommendation: The dining facility should be provided a copy of the DD Form 448-2 for their records to show monies were collected).

Note 1: No action would be required through OTCnet.

Note 2: Review AR 30-22, Para. 3-37 for authorized support and DoD posted meal rate charges.

Note 3: Standard Form -1080 (Voucher for Transfers between Appropriations and/or Funds





Military Interdepartmental Purchase Request (MIPR) Flow Chart

Subsistence Supply Management
Office Support

- This flow chart describes the basic flow of a MIPR (DD Form 448) from an outside organization (NG, Reserve, Allied Forces, etc.) to a DOL Resource Management (RM) office to field meals when opening a field account.

- The MIPR is processed at the Army Budget Office (ABO) level, no monies will be exchanged at the installation.

- MIPR will be submitted to:

MILITARY PERSONNEL DIVISION
ATTN: SAFM-BUP-M,
Mr. Michael Mooney (703) 692-9836
michael.j.mooney1.civ@mail.mil
109 ARMY PENTAGON, ROOM 3B349
WASHINGTON , DC 21310-0109

- MPA DODAAC: W56T6Z

Units coordinate with Installation Food IFPM for operational support from the Subsistence Supply Management Office (SSMO)

IFPM provides guidance to unit requiring support to process MIPR (DD Form 448) to Army Budget Office (ABO)

Once MIPR is approved by the ABO, the unit establishes a field account with SSMO.

SSMO establishes field account within AFMIS and orders rations through the system against the MPA LOA



Unit Conducts Field Training

Unit Closes Account at the end of the exercise with SSMO

Resource Manager submits MIPR to ABO for payment of ration costs and Installation Food Program Manager ensures that requiring activity provides a copy of the MIPR Acceptance (DD Form 448-2) to the SSMO for reimbursement of MPA for food costs associated with field account

Army Budget Office POC
MILITARY PERSONNEL DIVISION
Mr. Michael Mooney (703) 692-9836
will process MIPR (DD Form 448) and provide Unit with MIPR Acceptance (DD Form 448-2) to show payment received.



Credit Card Processing Flow Chart

Installation Food Program
Management Office

- Subsistence purchased with the GPC card must be issued with proper supply procedures for accountability. If the subsistence is provided to the dining facility, it must be added to the inventory and accounted for on the kitchen requisition documents.
- Subsistence purchase for the Culinary Arts Program should be issued and accounted for by supply documentation within a Culinary Arts file for review and auditing procedures.
- **Note 1:** Review AR 30-22 & DA Pam 30-22 for authorized accountability procedures.
- **Note 2:** Standard Form - 1080 (Voucher for Transfers between Appropriations and/or Funds)

